

TOWN OF CHARLESTOWN
PLANNING & ZONING COMMISSION
November 9, 2023 – 6:00 PM
Town Hall, 241 Market Street, and via Zoom

MEETING MINUTES

The meeting was called to order by Chairman Ken Confalone at 6:01pm.

In attendance – Board Members: Chairman Ken Confalone, Commissioner Renee Capano, Robyn Rowe, Tom Durange, Ursula Boudart; Town Staff: Bryan Lightner, Applicant: Debi Harvey.

The minutes of October 5, 2023 were presented. A motion was made by Mr. Durange, and seconded by Ms. Rowe. Carried 4-1, with Ursula Boudart abstaining, since she was not in attendance for that meeting.

OLD BUSINESS

22-134, 6 Salvation Circle – The temporary shipping container removal deadline was extended until February 1, 2024, on the condition that a written completion date is received from the contractor.

NEW BUSINESS

Permits:

Number	Address	Description	Motion	Second	Decision
23-125	212 Market St	Shed	Ms. Boudart	Ms. Rowe	Approved 5-0
23-126	343 Market St	Painting & Soffit Repair	N/A	N/A	Approval Recognized
23-127	195 Cool Springs Rd	Fence	Ms. Rowe	Mr. Durange	Approved 5-0
23-128	344 Market St	Driveway	Mr. Durange	Mr. Confalone	Conditional upon elevation of driveway is same as adjacent grade and stormwater is not pushed onto neighbors Approved 5-0
23-129	335 Frederick St	Shed	Ms. Boudart	Mr. Confalone	Approved 5-0
23-130	725 Bladen St	Siding replacement	Mr. Confalone	Ms. Boudart	Conditional upon Historic District Approval; Approved 5-0
23-131	320 Tasker Ln	Pool & Fence	Ms. Rowe	Mr. Durange	Northern fence approved, pool approved, conditional upon appropriate setbacks, Southern fence referred to Board of Appeals

23-132	345 Cather Ave	Tree Removal	N/A	N/A	Approval Recognized
23-133	108 Saratoga Ct	Deck	Ms. Boudart	Ms. Rowe	Approved 4-0
23-134	1607 W Old Philadelphia Rd	Tree Removal	N/A	N/A	Approval Recognized

This marks the end of New Business.

GENERAL DISCUSSION

Commissioner Capano discussed the status of the Watershed Master Plan and Mr. Lightner shared with the group the locations of the top five priority projects.

This marks the end of General Discussion.

PERIOD OF PUBLIC COMMENT

No public comment.

There being no further business, **Mr. Confalone motioned to adjourn the meeting at 7:11pm, seconded by Ms. Rowe. Carried 5-0.**

Respectfully submitted,

Bryan Lightner, Town Administrator